**Carole Choi**

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***Career Objective***

To pursue career progression within a professional working environment, positively contribute to the corporate objectives and growth through executing challenging duties, utilising my strong administrative and organisational skills, strengthening interpersonal relationships, and promoting teamwork.

***Education***

Bachelor of Commerce Oct 2005 – Nov 2008

**(Majors: Accounting and Finance)**

*Monash University, Melbourne*

GCE A-Level Sep 2003 – Jul 2005

*Woodhouse Grove School, UK*

***Employment History***

Seaspan Ship Management Limited June 2015 – June 2017

**Fleet Accountant (Financial Services)**

* Processing transactions into the Company’s vessel management system (NS5) and the Company’s accounting system (JDE) in accordance with company policies and procedures;
* Preparing monthly account reconciliations and working papers, performing detail analysis for the operations regarding to the vessels & charterers;
* Coordinating the processing of, and accounting for, new-build vessel deliveries and drydocked vessels;
* Preparing, processing and cross-reviewing adjusting journal entries;
* Working with vendors, operations and financial services to resolve account issued;
* Reviewing key terms and conditions of charterer contracts;
* Preparing the invoice documents to recover costs and services provided to charterers;
* Auditing MGA transactions in accordance with company policies and procedures;
* Preparing the monthly vessel reporting package for operational and financial analysis, management reports, forecast and budget, following up on results and report back to the Superintendents.

AECOM Asia Company Limited Dec 2013 - Apr 2015

**Assistant Accountant**

* Working as **Shared Service Centre (SSC) of Singapore office** for full set accounting payable function;
* Liaising closely with SG F&A team to ensure all Singapore payables are up to date and the corresponding entries in Oracle are entered in a timely and accurate manner;
* Following up outstanding invoices with operation team, business line managers and vendors;
* Processing adjustment, month end journals, preparing outstanding list, ad hoc expense analysis for Singapore office;
* Ensuring accounting records , report, staff reimbursement claims are in compliance with company’s policy;
* Analyzing and follow up on staff enquiries until they are satisfactorily resolved;
* Assisting in processing payment (invoices & staff reimbursement claims) for **Hong Kong HQ & India office** by different payment method: cheque, EFT, wire, HSBC online banking;
* Engaging in settlements and loan administration related task;
* Taking part in the company research on existing vendors and records respective master record maintenance;
* Responsible for month-end closing and monthly financial reports preparations, manage weekly cash flow position and perform bank transfer/reconciliation.

Wells Fargo Bank, National Association Sep 2013 – Dec 2013

**Accounting Specialist – Asia Finance (Project based)**

* Preparing daily bank and sub-system reconciliation reports for accounting control function;
* Perform monthly reimbursement package for regional representative offices;
* Reconciling monthly general ledger accounts balance;
* Analyzing and follow up on breaks/ fails until they are satisfactorily resolved;
* Assisting in preparing regional reports and in providing expense analysis;
* Ensuring updated documentation exists for all work flow processes and policies and procedures;
* Responsible for TT, In/Out remittance payment including sending Chats/ Swift/ RTGS
* Work closely with the APAC team and in handling various projects.

Malayan Banking Berhad (Maybank) Mar 2013 – Aug 2013

**Accounting Executive (Contract)**

* Checking the BS/PL by balancing the assets and liabilities with the profit and loss Account to ensure accounts balanced and properly maintained;
* Monitoring and preparing payment instructions of invoices and prepare cashier orders, Demand Draft and SWIFT to settle payments;
* Verifying vouchers before forwarding to supervisor to approve for payment and posting;
* Verifying claims and ensure proper approval obtained before prepare payment / reimbursement;
* Performing daily reconciliation statements of Branch’s Nostro accounts;
* Participating in process improvement projects, accounting system/platform testing implementation;
* Supporting the preparation financial, statutory & regulatory and management ratios reports that are required by the Branch’s management, Head Office and bank supervisory authorities according to the Completion Instruction;
* Submitting approved reports within the deadline determined by Branch’s management, Head Office and bank supervisory authorities;
* Opening new accounts to be open and make changes to Chart of Accounts when appropriate approval obtained;
* Making changes to Standing Data when appropriate approval obtained;
* Preparing voucher and necessary forms of the opening or amendment of accounts code;
* Supporting the maintenance of fixed assets register;
* Participating in physical check on a regular basis;
* Supporting accounting tasks and maintenance of accounts of Maybank Nominees (HK);
* Supporting Company Secretarial tasks and maintenance of records of Maybank Nominees(HK).

Hong Kong Tourism Board (Hong Kong) May 2011 – Mar 2013

**Finance Clerk**

* Assisting in Worldwide Offices (WWOs) **month-end closing** (**Singapore office, Sydney office, New Zealand office, South Korea office, Thailand office, India office, Philippines office**);
* Assisting in **processing payments** and **compliance checking** for WWOs after their streamlining;
* Assisting in checking invoices, processing payments and inputting vouchers for the Rep Offices in Thailand, India, Philippines and other new markets;
* Preparing accounting vouchers and written instructions to the banks for settlement of the suppliers’ invoices for the WWOs;
* **Inputting vouchers** for the streamlined WWOs and prepare monthly statements;
* Raising necessary enquiries on the documents and financial accounts submitted by WWOs and follow up to ensure proper documentation for cash books, bank statements, payment vouchers/receipts for the streamlined WWOs;
* Preparing journal vouches in order to provide timely management accounts;
* Checking remittance requests and prepare monthly remittance to worldwide office;
* Preparing the necessary accounting documents to claim for timely GST refund in a timely manner.
* Ensuring proper approval and supporting for each electronic Purchase/Service Order, follow up for missing approval/ documentation and report any non-compliance to management timely;
* Reconciling bank accounts and credit card transactions with bank statements;
* Possessing travel & entertainment reimbursements and management expenses.

Chillipadi Investment Unit Trust Pty Ltd (Australia) Mar 2010 – Mar2011

**Assistant Accountant**

**Part Time & Internship**

Sapphiri Pty Ltd (Australia)Feb 2008 – Dec 2009

**Accounts Administrator (later promoted as Store Manager from Dec 2008)**

Chan & Wong CPA Accounting Company (Hong Kong)Nov 2007 – Jan 2008

**Accounts Clerk**

***Professional Membership***

**CPA - Associate Member of *Certified Practising Accountants Australia***

Completed Units: - Reporting and Professional Practice

Corporate Governance and Accountability

Global Strategy and Leadership

Strategic Management Accounting

Financial Risk Management

***Language Skills***

Fluent in written and spoken **English, Cantonese** and **Mandarin.**

***Citizenships***

Australian Permanent Resident and Hong Kong SAR Citizen

***Computer Skills***

* MYOB
* QuickBooks
* Advance Microsoft Office Suites including Word,Excel, PowerPoint, Access, and Outlook
* Microsoft Dynamics NAV
* Midas
* Oracle
* NS5
* JDE

***Personal Achievements***

**Average Band Score of 7.0 (out of 9.0)** Mar 2009

*International English Language Testing System (IELTS)*

***Current Salary***

**HKD23.5K (per month) [14 months salary]**

**OR**

**HKD329,000 (per annum)**

***Expected Salary***

**HKD25K (per month)[Negotiable]**

***Availability***

Immediate available